

**TANDY®**

Cat. No. 26-3881

**TEXT POWER™ 200**

**Quick Reference**

**For the Tandy 200**

Text Power 200 Program:  
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## LOADING TEXT POWER™ FILES INTO RAM

1. Be sure that you properly connect the cassette recorder to the Tandy® 200. Next, turn on the computer.

**DVI users:** You need at least 6,100 free bytes of memory to load the Text Power files from cassette to disk, and then from disk to the computer's memory.

Turn on the computer, and then turn on the DVI. When the screen prompts you, insert a Disk Operating System Diskette in Drive 0, and turn down the clamp lever. The drive door light goes off, and you should see the Microsoft® copyright message.

Now, press the reset button on your computer. The DVI software will be loaded into your computer.

2. Select BASIC from the Main Menu by placing the cursor over BASIC and pressing .
3. Next, type **SOUND OFF** .
4. Place the Text Power 200 cassette in the tape recorder. Rewind the tape, and press the play mechanism. Type **RUN "CAS:LOADTP"**  or simply **RUN "CAS:"** .

A message asks you to wait during the loading process. After all files load, you return to the Main Menu.

**DVI users:** After rewinding the Text Power 200 cassette and pressing the play mechanism be sure you have inserted a formatted diskette in Drive 0. Then type **RUN "CAS:TPTRNS"** . This step transfers Text Power's program files from the cassette to the diskette in Drive 0. Once you complete this step, the OK prompt reappears. Next, type **RUN "0:TPLOAD.BAS"** . After all files load from disk to the computer's memory, you return to the Main Menu.

## EXECUTING THE TEXT POWER PROGRAM

After you load the Text Power files, you see 4 printer driver files (TPDMP, TP430, TPDWP, and TPIBM®) on the Main Menu. (Cassette files end in C.CO while disk files end in D.CO.)

Choose a printer driver file that contains the print codes for your printer. (For more details, see the chart in Appendix A for printer types.)

To execute the Text Power 200 program, select a suitable printer driver file. The title screen displaying the program's commands appears.

## SAVING TEXT POWER FILES ON TAPE

Follow the steps below to make a copy of Text Power program and printer driver files. You can also use these instructions to make a copy of any program (.CO) file that appears on the Main Menu.

1. Place a blank cassette in the recorder, rewind the tape, and press the record mechanism.
2. At the Tandy 200 Main Menu, select BASIC. Type **LOADM "filename.CO"** . Note the top, end, and execute addresses displayed on your screen. If you receive an OM error, type **CLEAR 256, XXXXX** , then repeat this step. (XXXXXX is the Top address.)
3. When the OK message reappears, type **CSA-VEM "filename.CO", top address,end address,execute address** . (You can also refer to Appendix B for address numbers of all Text Power files.)
4. The recorder stops when the file is saved. Press  to return to the Tandy 200 Main Menu. Label the tape.

## SAVING TEXT (.DO) FILES ON TAPE

1. Place a blank cassette in the recorder, rewind the tape, and press the record mechanism.

2. Select the text file you wish to save from the Main Menu. Press **[F3]**, and type *filename* **[ENTER]**.
3. The recorder stops when the file is saved. Press **[F8]** to return to the Tandy 200 Main Menu. Label the tape.

## LOADING TEXT FILES FROM TAPE

1. Place the cassette containing the desired file in the tape recorder, rewind the tape, and press the play mechanism.
2. Select TEXT from the Main Menu. Type *filename* **[ENTER]** for the file you are going to edit.
3. Press **[F2]**, and type *filename* **[ENTER]** as the file from which you are loading.
4. After the file loads, the recorder stops, and the file appears on the screen. Press **[F8]** to return to the Main Menu.

## SAVING FILES ON DISK

To save Text Power or text (.DO) files on disk, you must first format, or prepare, the diskette for information storage. Follow the instructions below in "Formatting a Diskette."

To have an extra copy of Text Power files on disk, make a backup of the disk on which you originally

loaded the Text Power files from cassette. There are two sets of instructions: one for 1-drive users, the other for 2-drive users. Note that you can use these instructions to make a copy of any diskette.

Finally, there is a section for saving text (.DO) files on disk. Because we recommend that all diskettes contain system (DOS) information, format a diskette, back up your system diskette, and then save text files on the new system diskette backup.

After saving a file or backing up a diskette, don't forget to label the diskette.

## FORMATTING A DISKETTE

**Note:** You need at least 7,500 free bytes of memory to load Disk-BASIC for saving files on disk.

1. Turn on the computer, and then turn on the DVI.
2. When the screen prompts you, insert the Disk Operating System Diskette in Drive 0, and turn down the clamp lever. The drive door light goes off, and you should see the Microsoft copyright message.
3. To load Disk-BASIC into the computer, press the computer's POWER switch a couple of times. The drive door light turns on for a moment.

4. Type **RUN"0:FMT200"** **[ENTER]**. The screen shows:

This utility formats diskettes.

- All data will be lost -

Which drive will be used (0 or 1)?

5. If you are using a 1-drive system, type **0** **[ENTER]**.

If you are using a 2-drive system, type **1** **[ENTER]**.

6. Next, you see:

Put the diskette to be formatted in  
Drive x

Press **ENTER** when ready.

If you are using a 1-drive system, remove the system diskette from Drive 0, insert a new or used diskette, and turn down the clamp lever. Press **[ENTER]**

If you are using a 2-drive system, insert a diskette in Drive 1, and turn down the clamp lever. Press **[ENTER]**

**Note:** If you are reusing an old diskette, you see:

The diskette contains data.  
Use this diskette or not (Y/N)?

Type **Y** **[ENTER]**.

7. After the formatting is complete, you see:

FORMAT COMPLETE;  
number of flawed tracks: 0.

If you are using a 1-drive system, remove the formatted diskette from Drive 0, and insert the system diskette.

## BACKING UP A DISKETTE—1-DRIVE SYSTEM

1. With your system diskette in Drive 0 and Disk-BASIC loaded into the computer, type **RUN"0:BAK200.SNG"** **[ENTER]**.

2. Next, you see:

SINGLE DRIVE BACKUP UTILITY

COPY ALL (Entire Diskette) or  
SYSTEM (System Files Only)

Enter A (ALL) or S (SYSTEM)?

Type **A** **[ENTER]**.

3. The screen shows:

TO COPY ALL:  
Put the source diskette in the drive.  
Press **ENTER** when ready.

Insert the diskette you wish to copy in Drive 0,  
and press **[ENTER]**.

4. Next you see:

You have to swap diskettes n time(s).  
Will you proceed (Y/N)?

Type **Y** .

5. While the computer is reading the information on the source diskette, you see the message, 0 READING. After the reading process is complete, you see:

Put the FORMATTED diskette in the drive  
Press ENTER when ready.

6. Insert a formatted diskette in the drive, and press . While the program is copying information to the diskette, you see the message, 1 WRITING.

**Note:** If the diskette contained data, you see:

Destination contains data.  
Use this diskette (Y/N)?

Type **Y** .

7. Insert diskettes as prompted by the computer until the backup process finishes. When the backup procedure is complete, you see the message, COPY COMPLETED.

## BACKING UP A DISKETTE—2-DRIVE SYSTEM

1. With your system diskette in Drive 0 and Disk-BASIC loaded into the computer, type **RUN"0:BAK200"** .

2. Next, you see:

BACKUP UTILITY

COPY ALL (Entire Diskette)  
or SYSTEM (System Files Only)

Enter A (ALL) or S (SYSTEM)?

Type **A** .

3. The screen shows:

Enter Source Drive (0 or 1)?

Type **0** .

4. Next you see:

Copy all from Drive 0 to Drive 1  
Put the SOURCE diskette in Drive 0 and  
a FORMATTED diskette in Drive 1.

Press ENTER when ready.

Insert the diskette you wish to copy in Drive 0  
and a formatted diskette in Drive 1. Press  
.

**Note:** If the formatted diskette contained data, you see:

Destination contains data.  
Use this diskette (Y/N)?

Type **Y** **[ENTER]**.

5. While the computer is copying information, you see the message, Copying . . . When the backup procedure is complete, you see the message, COPY COMPLETED.

## SAVING TEXT (.DO) FILES ON DISK

1. With a system diskette in Drive 0 and the Microsoft copyright message displayed on the screen, select the text file you wish to save from the Tandy 200 Main Menu.
2. Press **[F3]**, and type **0:filename** **[ENTER]**.

## LOADING TEXT (.DO) FILES FROM DISK

1. With a system diskette in Drive 0 and the Microsoft copyright message displayed on the screen, select TEXT from the Tandy 200 Main Menu. Type **filename** **[ENTER]** for the file you are going to edit.
2. Press **[F2]**, and type **0:filename** **[ENTER]** as the file from which you are loading.

## TEXT POWER COMMANDS

Press the function key below the command you wish to use. For all commands except Set and Menu, you then select a file.

For function keys, **[F3]** through **[F7]**, you see the sub-command line, (R/Q/P/D), after you use the command. Press **[R]** to repeat the command with a different value. Press **[Q]** to quit the command and return to the Text Power command line. Press **[P]** to print the document using the current right margin and format.

Press **[D]** to display the document, line by line. For a multipage document, press the space bar to continue displaying text.

To stop displaying or printing text, press **[ESC]** to return to the Text Power sub-command line.

**[F1]** **Set**—Sets printing standards including left, top, and bottom margins, and page length and width, right justifying, and stopping the printer between pages. Press the function key of the standard you wish to change. If you wish, enter a new value for the standard.

**[F2]** **Edit**—Enters the Text program. Refer to the *TANDY 200 Application Quick Reference Card* for the editing and cursor movement keys you can use in the Tandy 200 Text program. Create new or edit old documents. Press **[F8]** when finished.

- [F3] **Vertical Center**—Centers 1-page documents vertically on the page. Enter the right margin.
- [F4] **Print**—Prints documents. Enter the right margin. To stop printing, press [ESC] to return to the Text Power sub-command line. To advance the paper to the beginning of the next page, press [LABEL] at Text Power's command line.
- [F5] **Display**—Displays a document, line by line. Enter the right margin.
- [F6] **Page Break**—Displays the first and last lines of each page. Enter the right margin.
- [F7] **Plot**—Displays a block representation of the document, page by page. Enter the right margin.
- [F8] **Menu**—Returns to the Tandy 200 Main Menu.

## TEXT POWER FORMATTING CODES

Select the desired file, and insert all desired formatting codes. In general, to insert a formatting code, position the cursor at the place where you want to start printing using the feature. Hold down the first key and without releasing that key, press the second key and third key, if necessary.

For all codes noted with \*, move the cursor to the beginning of the line on which you wish to start printing using the desired format, and then insert the desired code.

**Left Margin\*** [GRPH] l, type new left margin value, and press [ENTER].

**Right Margin\*** [GRPH] r, type right margin value, and press [ENTER].

**Double-Spacing\*** [GRPH] [SHIFT] D, type 1 to turn on double-spacing, or [GRPH] [SHIFT] D, type 0 to turn off double-spacing, and press [ENTER].

**New Page\*** [GRPH] p on line to be Line 1 of next page, and press [ENTER].

**Start Processing** [CODE] [=] at position where you want to begin processing commands.

**Stop Processing** [CODE] [—] at position where you want to quit processing commands.

**Center Line\*** [GRPH] [SHIFT] C on line to be centered.

**Required Space** [GRPH] [ ] at position where a space should always print, or between 2 words that should not print on separate lines.

- Page Number**    **[GRPH]** n at position where you wish to print a page number. For automatic page numbering, include code in header or footer.
- Header\***        **[GRPH]** h at beginning of document, type header text on same line, and press **[ENTER]**. Prints on every page.
- Footer\***        **[GRPH]** f at beginning of document, type footer text on same line, and press **[ENTER]**. Prints on every page.
- Merge**            **[GRPH]** b at places in form letter (Master file) where information varies. In Merge file, type each item of variable information in the order in which you want to insert it in the Master file. Type each item on a new line, and end by typing **[GRPH]** b **[ENTER]**.

## PRINTER CODES

To insert a printer code, move the cursor to the position at which you want to start printing using the desired feature. Press **[CTRL]** and at the same time, type p and then the letter representing the feature you want to use. Move the cursor to the position at which you want to stop using the feature, hold down **[CTRL]**, type p, and type the same letter as before.

Feature	Key
Courier-10 cpi	<b>[A]</b>
Boldface	<b>[B]</b>
Condensed-16.7 cpi	<b>[C]</b>
Double-strike	<b>[D]</b>
Standard-12 cpi	<b>[E]</b>
Correspondence-10 cpi	<b>[F]</b>
Correspondence-12 cpi	<b>[G]</b>
Superscript	<b>[H]</b>
Subscript	<b>[L]</b>
Microfont	<b>[N]</b>
Italics	<b>[R]</b>
Underline	<b>[U]</b>
Elongated	<b>[W]</b>

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